



SCHOOL OF  
**PROFESSIONAL**  
AND **ONLINE**  
EDUCATION

# Grace College Office of Charter

## Standards for Renewal or Non-Renewal

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For Charter Schools Authorized by  
Grace College  
July 2015

2015-2016

Grace College  
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# **Grace College**

## **Charter School Monitoring Guidelines**

### **Section 1. Process for Regular Charter School Monitoring**

The Grace College of Charter (GCOC) will hold any sponsored Charter School accountable for the educational achievement of its mission and goals. The GCOC will receive and review annual reports from all sponsored Charter Schools at a mutually agreed upon designated time each year. The Annual Report must consist of the following information:

- a. Accountability Plan Progress Report on Student Performance
- b. Statement of Assurances
- c. Conflict of Interest Report
- d. Student Enrollment Report
- e. Attrition Report
- f. Financial report
- d. Any information necessary to comply with state and federal government requirements; and
- e. Any other information specified by the Charter Agreement

The GCOC will conduct a review of the annual report and its findings, during a period not to exceed twenty (20) days from the receipt of the annual report. The Charter School Director or Designee will confer with the Charter Board of Directors and determine any necessary corrective action in a written response to the Charter. The Charter will have sixty (60) days from the receipt of the Superintendent's report to rectify any corrective action as determined by GCOC.

### **Section 2. Standards for Charter Renewal or Non-Renewal**

The GCOC Board of Directors is the ultimate authority on Charter school renewal or non-renewal. The decision for Charter renewal or non-renewal is determined by majority vote of the Board of Directors.

Determination for non-renewal of the Charter after the sixty (60) day period will be based on:

- a. Failure of the charter to comply with the conditions established in the Charter Agreement.
- b. Failure of the charter to meet the educational goals set forth in the Charter.
- c. Failure of the charter school to maintain a grade of D or better in the category of school improvement in the third year after initial placement in the lowest category.
- d. Failure of the charter to comply with all applicable laws.
- e. Failure of the charter to rectify corrective actions determined in the written report.

*The minimum standards for renewal and the standards to avoid closure imposed by Grace College of Charter on the charter school requires that the charter school not remain in the lowest category or designation of school improvement, including any alternative accountability category or designation, in the third year after initial placement in the lowest category or designation established under IC 20-31-8-4.*

*As added by P.L.91-2011, SEC.8. Amended by P.L.280-2013, SEC.13.*

Grace College staff will provide a written recommendation to nonrenew the charter agreement to Grace College. The Principal of the School will also receive the written recommendation via email at least 20 days prior to the Grace College board meeting. At the meeting, the Grace College board will be presented with the staff's recommendation to nonrenew, as well as a recommendation from the Hearing Panel (see the section on the Closure Protocol document on Requesting a Hearing). After deliberation, the Grace College board will vote on whether to nonrenew the Charter. Grace College's decision to nonrenew is final. If the board votes to nonrenew the Charter, the Organizer, via the Board Chair, and Principal will be notified within 24 hours via phone or email with a certified letter to follow. Nonrenewal notification will include the projected last day of charter existence.

### **Section 3. Processes and Standards for School Closure, Including Transfer of Student Records**

Upon revocation of a Charter, student records shall be sent within sixty (60) days to the schools to which the students have transferred.

Please see the *Closure Protocol Action Plan* (p. 4) for a guiding checklist that will be used in the winding down of operations. In creating this document, Grace College identified and adapted model closure protocols, developed by the National Association of Charter School Authorizers ("NACSA") and the Indiana Charter School Board ("ICSB"). Grace College gratefully acknowledges the thought, leadership, and assistance of these organizations.

Graduated student records from a closed Charter shall be sent to the GCOC within sixty (60) days. GCOC will assume the responsibility of forwarding requested student records to post-secondary institutions.